

PART A – BUSINESS RATES: CHANGE OF ADDRESS – END OF OCCUPATION

Company name or name(s) of persons trading and trading name:							
Account No:							
Address of property:							
Date ceased trading from address:		DAY		MONTH		YEAR	
Date stock/goods removed from premises:		DAY		MONTH		YEAR	
New business address:				Home address:			

PART B – Please complete this section ONLY if you were renting the property that you have left

Date tenancy/lease ceased:	DAY		MONTH		YEAR		
Name and address of landlord / Agent:						Tel No:	

PART C – Please complete this section ONLY if you own(ed) the property you have left

Has the property been sold? YES / NO	If yes – completion date of sale:	DAY		MONTH		YEAR	
Name and address of new owner:							
Name and address of solicitor:							
Telephone Number:							

PART D – DECLARATION

I declare that to the best of my knowledge and belief, the particulars shown above are true, accurate and complete. I will inform you within 21 days if my circumstances change.

Name:		Date:	
Signature:		Telephone No:	
Capacity in which signed:		Email Address:	